



EVERGREEN MANAGEMENT SERVICES, INC.

430 Oriole Drive, Spearfish, SD 57783 ▪ phone 605-642-0619 fax 605-642-0620

March 16th, 2020

RE: Coronavirus Precautionary Measures

Dear Tenants:

The health and safety of our tenants is the most important thing to us.

I wanted to personally reach out to share what Evergreen Management Services, Inc is doing to help combat this issue:

- We are sanitizing the following but not limited to, all commons areas, laundry rooms, bathrooms, hallways, handrails, offices, and any high traffic areas twice a day, Monday through Friday.
- We are limiting our maintenance staff contact with tenants. We will only be entering your unit if it is an emergency (fire alarm, water leak, no heat, plugged toilets/sinks, and no power), but please still report all issues to the office and we will prioritize.
- The re-certification process will be changing to cutdown on contact. Your recertification specialist will guide you on this. Nothing will change with what you need to provide for re-certification just on how we receive the correct documents.
- The offices will be closed to the public and only be open by appointment only, it will still be staffed. Please use the drop box or slide under door if you need to relay anything to your on-site manager/Evergreen.
- There will be informational handouts in all laundry rooms, commons areas and at the on-site office that will give you more information about the virus and steps to help prevent the spread.

The above procedures will help reduce the risk to you and our employees.

I want to THANK each and every one of you for being so understanding during this temporary change.

Sincerely,

Jeff Christenson
Chief Executive Officer

PROPERTY MANAGEMENT

www.4-evergreen.net

This institution is an equal opportunity provider and employer.

